HDS Web Administrator
Common Web Admin Problems
Sub-Entity Management (branch)

1) Adding a new branch is a three step process:

   1) Branch (Sub-Entity) added by the Web Administrator on the web (include phone number).
   2) Complete the *Existing Lending Partner Information* **Branch Information form,** signed by the Web Administrator and faxed to Minnesota Housing.
      http://www.mnhousing.gov/idc/groups/public/documents/webcontent/mhfa_002199.pdf
   3) Minnesota Housing adds this branch (Sub-Entity) to the originating offices, allows this branch to appear as taking application, adds payment information to the branch and adds "MHFA Loan" and "Not Participating" Contacts to this branch office.

If steps 2 and 3 are not completed the User will receive "No programs found" error.

You need to submit a new branch sheet so the branch can be added to your contract.
http://www.mnhousing.gov/idc/groups/public/documents/webcontent/mhfa_002199.pdf

Fax the completed form to Minnesota Housing. Minnesota Housing will check if you have a signed contract for the program if so we add the branch to the program(s).

2) Updating a Sub-Entity, the URL has to begin with **http://** or **https://**.